



## Financials – Vendors Fast Facts

### **To access the Financials application :**

Go to Internet Explorer. In the address line at the top of the screen type:

<http://www.state.tn.us/youth/providers/index.htm>

Under Web Application, click on TN Kids Financials.

You need to make a request to the DCS Help Desk to gain access to the system. Your Login Id to the application is your complete email address. Your password will be emailed to you after the request to the Help Desk has been made. The system will force you to change this password the first time you enter the application. Type the password given to you by the Help Desk as the old password and enter a new password of your choice. The password must contain five characters or more. Type the new password again for verification.

If you have any problems contact:

**DCS Help Desk at (888) 853-4636 or (615) 741-4636**

On the navigation screen, you have two options. You may choose to view invoice and authorization history or create new invoices.

To view authorizations and invoices, go to the View Residential Contract and Invoice History link.

### **Notifications**

You will receive notifications that will inform you when an authorization has occurred and when an invoice has been rejected.

This notification of authorization provides no child specific information.

If you view a notification and click the Close button, the notification no longer appears in the list. To view a notification that has already been read, choose All Notifications under the View drop down list, and click Go.

Select one or more notification from the list and Open or Reassign them using the appropriate buttons. You may also click on the notification subject to open a particular notification.

View

Select

Type	From	Sent
PO Approval	RSM40, RSM X	04-27-2004

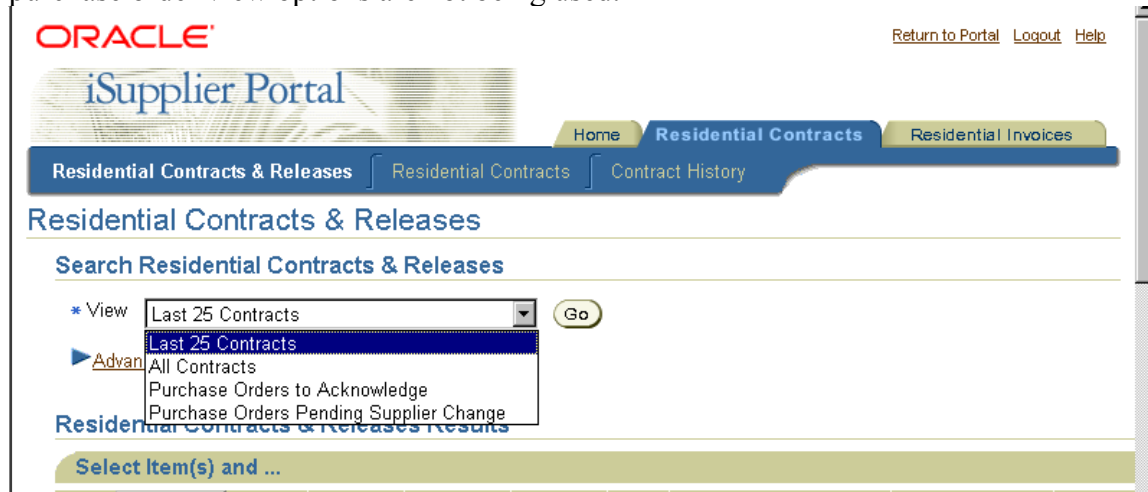
Home | Residential Contracts | Residential Invoices | Return to Portal | Logout | Help

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Click on the Home tab to return to the Home page. If you want to return to this notifications page, click on Full List on the Home page next to Notifications.

### Authorizations at a Glance

By clicking on the contract release number, you will see an authorization with child specific information. You may print this page if you would like to have a printed copy of the authorization. If you click on the Full List button, you will be taken to the Residential Contracts tab where you can view the last 25 authorizations or all authorizations. On this side of the application Authorizations and Contract Releases are synonymous. The purchase order view options are not being used.



Under the Residential Contracts tab, there are two other view options (Residential Contracts and Contract History). If you click on either of these, you will get a search screen. Just click Go and all data will appear. These have to do with the actual vendor contract(s).

### View Invoices

To view Invoices, go to the Residential Invoices tab. Click Search to get the full data list. Note the Export button on the lower right of the screen. This data can be exported to Excel so that you can manipulate the data to meet your needs. Click Export. Click Open and then Open. The data will display in Excel. You can choose to save this to your computer if desired. There are several screens that have this option in the View section of iSupplier.

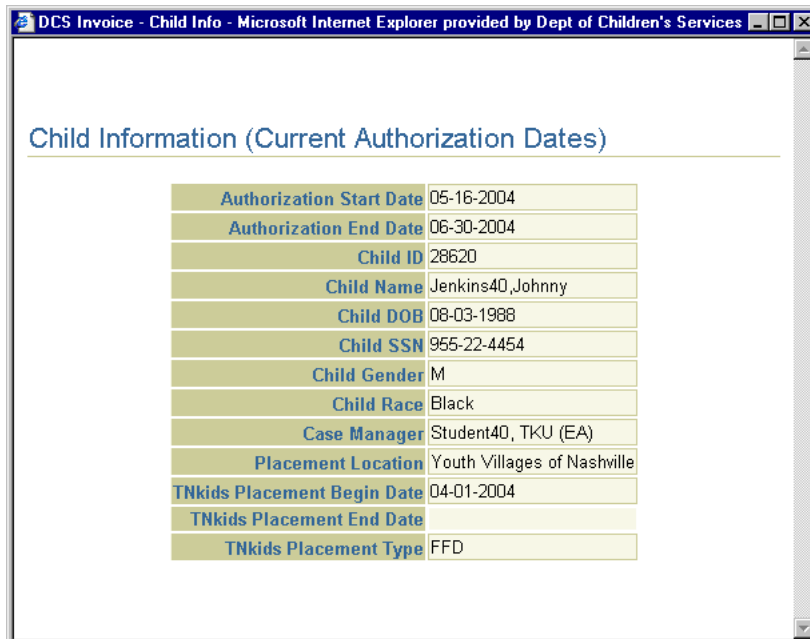
### Creating Invoices

In the upper right hand corner of the screen, click Return to Portal. This will take you back to the Navigation page. Click on Create New Residential Contract Invoices. You may either search by Child Name, Contract or just click Go, which gives you a complete list of all contracts available for invoicing.

Any of the column headings that are underlined may be used for sorting. For example, when you click on the column heading Release Date, it will sort the list by release date.

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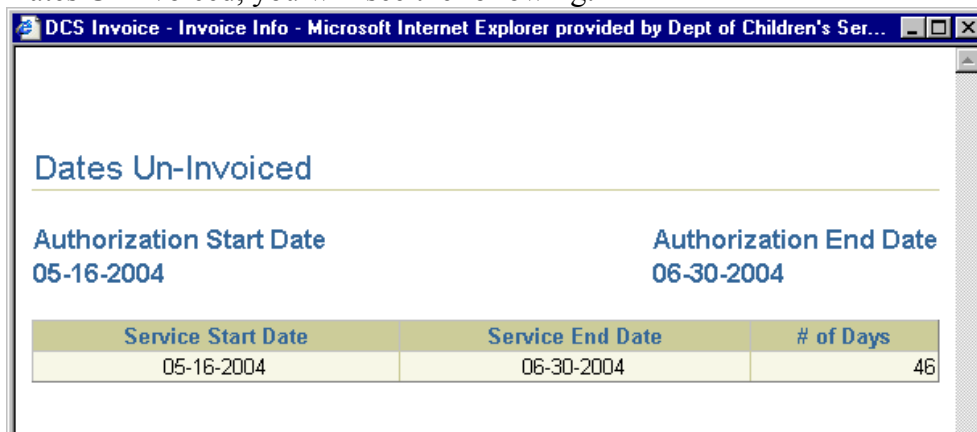
By clicking on the folder in the Child Info column, you can see additional information about the child including SSN, DOB, and TNKIDS information. Child ID is the child's TNKIDS Client ID.



Authorization Start Date	05-16-2004
Authorization End Date	06-30-2004
Child ID	28620
Child Name	Jenkins40, Johnny
Child DOB	08-03-1988
Child SSN	955-22-4454
Child Gender	M
Child Race	Black
Case Manager	Student40, TKU (EA)
Placement Location	Youth Villages of Nashville
TNkids Placement Begin Date	04-01-2004
TNkids Placement End Date	
TNkids Placement Type	FFD

**Tip:** If you don't close this window and click on another child info folder, it will seem that it's not working. What it is doing is bringing that child's info into the open window that is still down on the taskbar at the bottom of the screen. Click on the DCS Invoice – Child Info box in the taskbar to bring it back to the front.

Close the child info window. Scroll over to the right. If you click on the folder under Dates Uninvoiced, you will see the following:



Authorization Start Date	Authorization End Date
05-16-2004	06-30-2004

Service Start Date	Service End Date	# of Days
05-16-2004	06-30-2004	46

This displays the Start Date, End Date, and # of Days available for invoicing.

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When you close this window, a dotted box surrounds the one that you just viewed:

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tal

's Available for Invoicing

ate	Fiscal Year	Child Name	Child Info.	Placement Type	Placement Description	De-Authorization	Bed Days Authorized	Dates Un-Invoiced	Bed Days Invoiced	Price per Day
	2004	Jenkins40,Johnny		LEVEL 1	Level 1 Placement		46			\$50.04
	2004	Workman40,Shelia		LEVEL 1	Level 1 Placement		7			\$50.04

To Create a New Invoice, scroll back to the left and click on the Create Invoice check mark for the desired child/contract:

Residential Contract's Available for Invoicing

Search Results:

Create Invoice	Residential Contract	Release Date	Fiscal Year	Child Name	Child Info.	Placement Type	Placement Description	De-Authorization	Bed Days
<input checked="" type="checkbox"/>	TR935-3	04-27-2004	2004	Jenkins40,Johnny		LEVEL 1	Level 1 Placement		
<input checked="" type="checkbox"/>	TR935-2	04-27-2004	2004	Workman40,Shelia		LEVEL 1	Level 1 Placement		

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The following will appear:

Residential Contract Invoice

Child Name	Child ID	Residential Contract #	Authorization Start Date	Authorization End Date
Jenkins40,Johnny	28620	TR935-3	05-16-2004	06-30-2004

\* Indicates a required field

\* Invoice Number   
Invoice Number Limited to Ten Characters

Invoice Description

\* Service Start Date   
Format MM-DD-YYYY example (05-04-2004)

\* Service End Date   
End Date should be no later than the last day of the month

\* County of Service   
This is the County where child is Residing

[Review & Submit](#)

Done

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You must enter an invoice number. Check with your agency to determine invoice-numbering protocols. You can either enter a start date and end date in the format MM-DD-YYYY (note four digit year) or you can click on the icon of the calendar next to each and click on the appropriate date.

**Note: These dates must be in the same month. For example, if a child is in your care from 04-15-2004 to 05-15-2004, you would invoice for 04-15-2004 to 04-30-2004 and then create a separate invoice for 05-01-2004 to 05-14-2004. You do not invoice for the date of departure.**

You must choose a County of Service from the drop down list. You then will click on Review & Submit.

A Final Review screen will appear. You may cancel if this is incorrect or click Submit to submit the invoice.

**Residential Contract Invoice**

**Final Review**  
Invoice 777 is ready to Submit. If all information is correct, click on the Submit button. If corrections need to be made, click on the Cancel button to begin again. Once you submit the Invoice, it will go to the Accounts Payables office for review and payment. Any corrections needed after submission, will require you to contact the Payables office.

Child Name	Child ID	Residential Contract #	Invoice #	Service Start Date	Service End Date	Calculated Bed Days	Amount
Workman40,Shelia	27878	TR935-2	777	05-01-2004	05-03-2004	3	\$150.12

Submit Cancel

Trusted sites

You will then see the following:

**Residential Contract Invoice**

**Confirmation**  
Invoice 777 was submitted to our Accounts Payable department on 05-04-2004. After the invoice has been processed, you can query its status by using the Residential Invoices - View Payment Tab from the View Residential Contract | Invoice Link on the Home Page.

Invoice has been sent to TCRD40, TCRD X for Approval. Once Approved, it will be paid.

Child Name	Child ID	Residential Contract #	Invoice #	Service Start Date	Service End Date	Calculated Bed Days	Amount
Workman40,Shelia	27878	TR935-2	777	05-01-2004	05-03-2004	3	\$150.12

[Back to Search for DCS Residential Contracts](#) [Return to Portal](#) [Logout](#)

Done Trusted sites

This can be printed by using the browser menu (File/Print) if desired.

The Back to Search for DCS Residential Contracts will take you back to the beginning of the Create Invoices section of the application. If you choose Return to Portal, it will take you back to the Navigation page where you can enter the View section or the Create section. Click on Logout in the upper right hand corner to exit the application or simply close the browser window.